#### Memorandum

Date:

December 4, 2009

To:

Office of Air Operations

Attention: Captain K. R. Dittimus

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Office of the Assistant Commissioner, Inspector General

File No.:

005.9968.11626.010

Subject:

2009 COMMAND PROPERTY INSPECTION REPORT

In accordance with procedures outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, and HPM 22.1, Command Inspections Program Manual, an inspection of your command's property, including vehicles and weapons, was completed by the Property Inspector (PI) on September 28, 2009. Using property records from the appropriate Offices of Primary Interest (OPI), the PI selected a random statistically-valid sample of property that was stratified across four property areas: general inventory control, telecommunications, fleet, and weapons (see Attachments B, C, D, and E). Additionally, the PI randomly selected items within your command and compared them to the appropriate inventory records.

According to the OPI inventory lists, the command had a total property inventory population of 124 items (a). The statistically-valid sample at a 95 percent confidence level  $\pm$  5 percent error rate provided a total stratified sample size of 44 items when rounded up to the next whole number (d).

	Population Size	Population Size Percentage of Total		Predetermined List Sample Size
	(a)	(b)	(c)	(d)
ICU Decals	86	69.35%	29.13	30
Telecommunications	26	20.97%	8.81	9
Fleet	4	3.23%	1.36	2
Weapons	8	6.45%	2.71	3
Total	124			44

When comparing equipment recorded on the predetermined property inspection list to equipment located at the command, 40 of the 44 items were located. Four of the items were found to be transferred out of the command. The property inspection results of the equipment recorded on

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the predetermined property inventory list to equipment located at the command are summarized in Attachment A.

When comparing the equipment located at the command to the OPI inventory lists, six out of seven items reconciled. One item (radio head) was found but not listed on the property record. However, the item was listed on the Motor Vehicle Assignment and Transfer, CHP 57, as transferred into the command. The property inspection results of equipment located at the command to the OPI inventory list are summarized in Attachment A.

I request your command research and investigate all discrepancies in accordance with departmental procedures outlined in HPM 11.2, Materials Management Manual, Chapter 8, Equipment, and work with the appropriate OPI(s) to rectify any variances. A Physical Inventory Adjustment Request, CHP 24, must be completed to adjust the inventory records. In order to verify that the above listed discrepancies have been rectified, please submit a memorandum to the Office of Inspections through the Office of the Assistant Commissioner, Field, by March 4, 2010.

Furthermore, in accordance with the Governor's Executive order S-20-09 to increase government transparency, this report will be posted on the CHP's internet website, and on the Office of the Governor's webpage, located on the State's Government website.

The Office of Inspections would like to thank your command for their assistance during this property inspection. If you have any questions or need additional information, please contact me or Roger Ikemoto, Senior Management Auditor at (916) 843-3160.

M. C. A. SANTIAGO, CIG Assistant Commissioner

Attachments

cc: Office of the Assistant Commissioner, Field Fiscal Management Section Telecommunications Section Office of Inspections, Audits Unit

### ATTACHMENT A

#### ATTACHMENT A

# OFFICE OF INSPECTIONS, AUDIT UNIT PROPERTY INSPECTION DISCREPANCY REPORT Office of Air Operations Section (018) September 28, 2009

			Coptoniber 2	.0, 2003		
CHP NUMBER	LISTED ON PROPERTY RECORD BUT NOT FOUND	FOUND BUT NOT LISTED ON PROPERTY RECORD	MISSING DECAL OR CORRECTION NEEDED TO PROPERTY RECORD	TRANSFER	NOT AVAILABLE FOR INSPECTION	COMMENTS
136684				x		CHP 266, 8-24-09, to 041
140048				X		CHP 266, 9-21-09, to 811
R59156				X		CHP 266, 7-9-08, to 708
R81010				X		CHP 266, 7-10-08, to 518
R77190				X		5LSR695, CHP 57, 6-19-08, 074 to 018
0						
	136684 140048 R59156 R81010	CHP NUMBER PROPERTY RECORD BUT NOT FOUND  136684 140048 R59156 R81010	CHP PROPERTY RECORD BUT NOT LISTED ON PROPERTY RECORD  136684  140048  R59156  R81010	CHP NUMBER PROPERTY RECORD BUT NOT LISTED ON PROPERTY RECORD BUT NOT FOUND ON PROPERTY RECORD RECORD  136684  140048  R59156  R81010	CHP NUMBER RECORD BUT NOT LISTED ON PROPERTY RECORD PROPERTY RECORD TO PROPERTY RECORD TO PROPERTY RECORD XX  136684 X X  140048 X X  R81010 X X	CHP PROPERTY NOT LISTED ON PROPERTY NOT LISTED ON PROPERTY RECORD BUT NOT FOUND 136684  136684  R59156  R81010

### ATTACHMENT B

### CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY INSPECTION REPORT Air Operations Section (018)

	ASSET #	DESCRIPTION	VEHICLE/MISC.	SERIAL#	YN	A ,	r   C	OTHER
RO	PERTY INSP	ECTION LIST TO EQUIPMENT			- 4 1 17	Α		OTHER
1	101550	BINOCULAR IMAGE STABILIZIN	IG CANON	8300076J	X			
2	107209	PRINTER LASERJET 5N P043H6	05 HEWLETT PACKAR	D'US3S004303	X			
3	113865	CAMERA DIGITAL	OLYMPUS	48508877	X			
4	113946	DICTATING MACHINE	SONY	0513782	Χ		,	
5	113947	DICTATING MACHINE	SONY	0153784	Х			
6	124687	FAX MACHINE	CANON	UY560215	X			
7	136684	SCANNER SCANJET 5550C #064	4- HEWLETT PACKAR	D CN46VS60R9		7	(	CHP 266, 8-24-09, to 041
8	138891	COPIER	SHARP	56000632	x			
9	140048	AIRBOURNE MULTI SENSOR SU	R'WESCAM			2		CHP 266, 9-21-09, to 811
10	142256	MANIKIN, ADVANCED LIFE SUP	P( LAERDAL	FST1909	X			200, 5 27 05, to 011
11	143062	LAPTOP	IBM	LV-N3265	X			
12	144979	NIGHT VISION IMAGING SYSTE	M PINNACLE TUBESA	N 23555	X			
13	144981	NIGHT VISION IMAGING SYSTE	M PINNACLE TUBESA	N 23557	X			
14	144985	NIGHT VISION IMAGING SYSTE	M PINNACLE TUBESA	N 23561	X			
15	144989	NIGHT VISION IMAGING SYSTE			X		7	
16	144990	NIGHT VISION IMAGING SYSTE	MPINNACLE TUBES	A\23566	x			
17	144991	NIGHT VISION IMAGING SYSTE	MPINNACLE TUBESA	N23567	X			
18	144994	NIGHT VISION IMAGING SYSTE	M PINNACLE TUBESA	N23570	X			
19	145000	NIGHT VISION IMAGING SYSTE	M PINNACLE TUBESA	N 23576	X			
20	145001	NIGHT VISION IMAGING SYSTE	MPINNACLE TUBESA	N 23577	x			
21	145002	NIGHT VISION IMAGING SYSTE	MPINNACLE TUBESA	N 23578	X			K
22	151329	COMPUTER	HEWLETT PACKAR	D 2UA7230GVK	X			

#### ATTACHMENT B

## CALIFORNIA HIGHWAY PATROL 2009 ICU PROPERTY INSPECTION REPORT Air Operations Section (018)

			An Operations Section (018)						
	ASSET #	DESCRIPTION	VEHICLE/MISC.	SERIAL#	Y N	A T (	OTHER		
23	154916	PRINTER	HEWLETT PACKAR	D JPSC78J03W	X				
24	158661	VITALSLIM CONTROL UNIT W/RE	LAERDAL	2108	х				
25	164412	LAPTOP	GATEWAY	4646164	х				
26	164418	LAPTOP	GATEWAY	4646170	x				
27	76276	HELICOPTER INSTRUMENT FLIGH	IT SIMULATOR	112H	х				
28	80531	CAMERA AF OM77	OLYMPUS	1048037	x				
29	87695	TRACTOR W/TOW BAR POD0001	HONDA	H4514HSA	x				
30	99532	TV/VCR P0006D5015	QUASAR		x				
EQUI	IPMENT TO	INVENTORY LIST							
1	135381	PRINTER	HEWLETT PACKAR	D USGNX49615		X			
2	142255	MANIKIN, ADVANCED LIFE SUPPO	LAERDAL	FST1908		X	With 142256		
3	146145	MULTIMEDIA PROJECTOR	NEC			x			
4	158041	DIGITAL CAMERA	CANON	3021204461		x			

### ATTACHMENT C

#### ATTACHMENT C

## CALIFORNIA HIGHWAY PATROL 2009 TELECOMMUNICATIONS PROPERTY INSPECTION REPORT Air Operations Section (018)

PRO	ASSET# PERTY INS	DESCRIPTION SPECTION LIST TO EQUIPM		SC. VEHICLE/MISC	SERIAL#		YNA	Т	C OTHER
1	R45091	Mobile Repeater	1218698	C2835P	7625704	GE	x		
2	R54337	Scanner			45004933	UNIDEN	x		
3	R54559	Scanner			45007630	UNIDEN	x		
4	R59156	Scanner			55009473	UNIDEN		х	CHP 266, 7-9-08, to 708
5	R62928	Hand-Held Radio	09877		402AWW4910	MOTOROLA	x		, , ,
6	R71968	Battery Charger - Radio				MOTOROLA	X		
7	R79266	Control Head - Mobile	1218698	C2835P		GENERAL ELECT	1 X		
8	R80701	Scanner	1218698	C2835P	96001110	UNIDEN	X		,
9	R81010	Scanner			96001050	UNIDEN		x	CHP 266, 7-10-08, to 518
FOIT	IDBÆESET TA	O PAINTENEMO DAY Y YOR					7 T		
		O INVENTORY LIST	4040600				7 - H - S		
. 1	R43991	Mobile Radio	1218698	C2835P		GE	Х		
2	R99993	Cellular Telephone			A000000733EE	3 LG	х		
3	R77190	Radio head (not on inventory	)					х	5LSR695, CHP 57, 6-19-08, 074 to 01

### ATTACHMENT D

Active Equipment Inventory by Station Location (FAF: EQLIF INVENT BY STATION)
C9/ 16/ 2009

ATTACHMENT D

PAGE 1 OF 1

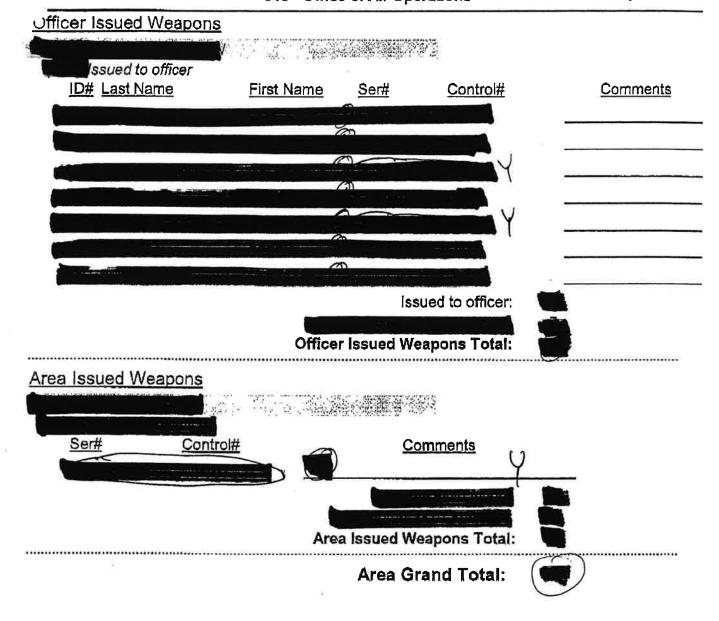
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### ATTACHMENT E

# Department of California Highway Patrol Complete Area Inventory 018 - Office of Air Operations

PAGE / OF / August 11, 2009



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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL ☐ Return ☐ Repair ☑ Transfer **CREDIT MEMO - EQUIPMENT** Loan, return by: CHP 266 (Rev. 10-07) OPI 076 FROM (COMMAND NAME) PREPARED BY DATE LOCATION CODE Office of Air Operations 018 Michelle Milami 08/24/2009 TO: (COMMAND NAME) NUMBER BOXES/PIECES IN THIS SHIPMENT LOCATION CODE Information Management Division 041 2 SHIPPED VIA DRIVER'S SIGNATURE SSU truck Other (specify): Departmental mail **EQUIPMENT** MAJOR, MINOR, SENSITIVE, COMPUTER, TELECOMMUNICATIONS, ETC. CHP NUMBER SERIAL NUMBER UNIT DESCRIPTION CHECK IF HQ USE ONLY (Incl. X, AF, SF, R #'s) DEFECTIVE STOCK SURVEY 1cu#18 136684 CN46VS60R9 Scanner Scanjet 5550C 1 ca N/A 4RCC380C7F l ea lomega CD-RW 40x12x48x External Drive RECEIVED BY (SIGNATURE) PRINTED NAME AUTHORIZED BY

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